

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the major duty of which is assuming the responsibilities of the Fire Chief in the absence of the Chief. The Assistant Fire Chief is responsible for the fire prevention and inspection program and the public fire education program of the department, in addition to assisting the Chief in supervision of both paid and volunteer personnel, overseeing the maintenance and repairs of department equipment and property, and overseeing the records-keeping functions of the department. The Assistant Fire Chief also serves as commander at the scene of a fire or emergency until relieved by the Fire Chief. This class ranks directly below that of Fire Chief and the incumbent works primarily independently with work reviewed and special assignments given by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing the activities of the department, including acting as Fire Chief in the Chief's absence. Recommends management policies, goals, and objectives for consideration by the Chief. Participates in the research and planning process for programs and activities of the department.

Monitors and evaluates local conditions which may become fire or safety hazards. Manages the operation of the fire inspection and investigation division of the department. Enforces fire prevention codes. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Recommends changes in fire prevention codes. Reviews plans and blueprints for new construction. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; secures the fire scene; and collects and labels evidence of possible arson. Assists arson investigation personnel and testifies in court when required.

Conducts public education programs for the department by giving talks and demonstrations and distributing literature. Conducts polls and surveys and organizes and analyzes data to make recommendations for setting goals for the public relations program. Acts as department representative to the news media.

Answers questions for the public about the operation of the fire department. Coordinates special public relations projects. Acts as a consultant for volunteer fire departments in surrounding areas.

Manages the records-keeping functions of the department, including deciding what information should be included in all records of the department, determining in what form this information should be kept, and supervising the preparation and maintenance of the records. Compiles and analyzes data and writes reports, requests for grants or other special funds, newspaper articles, or any other type of official department position paper for publication.

Directs emergency scene operations including performing size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services.

Supervises subordinate employees, delegating authority when appropriate; inspects the appearance of assigned equipment and subordinate personnel; discusses work performance of subordinates with superiors; provides assistance to subordinates in technical areas of work; resolves employee complaints and grievances; and maintains discipline. Provides on-the-job training for new employees. Provides formal training in CPR, pre-fire planning, inspection, investigation, and sprinkler and standpipe systems.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Writes specifications for new fire department equipment and prepares specifications for public bids. Maintains inventory, orders, and disburses supplies.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in good standing in the class of Firefighter/Operator.

Must have at least five (5) years of fire suppression experience.

Must possess state certification as a Firefighter II.

Before appointment must be a national certified Emergency Medical Technician-Basic.

Must have obtained certification as a Fire Inspector, as defined by NFPA 1031, Standard for Professional Qualifications for Fire Inspector.

EF	03-20-90
Rev	07-16-92
	11-02-94
	11-09-01